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To <u>Bruce Morrison</u>	From <u>Harison Miller</u>
Co <u>EPA</u>	Co <u>Doe Run</u>
Dept	Phone #
Fax #	F #

02

Site Hennepin Park  
 ID # MO0000246373  
 Break 20  
 Other 9.25.02

## Yard Soil Replacement Procedures to Document Change Orders and Items Needing Further Attention

- 1) Homeowner signs access agreement to have soil replacement done and to allow the Missouri Department of Natural Resources United States Environmental Protection Agency and Doe Run access to obtain samples
- 2) Before startup of the soil replacement project begins the contractor will contact the homeowner and walk the property The soil replacement contractor will fill out a Landscape Restoration Agreement (Attachment 1) Any major changes in property such as sidewalk removal tree removal change of contour of the property will be noted on the agreement under other instructions with copies for the home owner and Doe Run
- 3) Change orders – If the homeowner requests changes to the property after the contractor moves on site a written note will be provided from the soil replacement contractor showing what is being changed based on the homeowner's request The homeowner must sign this request form (Attachment 2) and one copy will be given to the homeowner and one will be kept for Doe Run
- 4) When the property is seeded and strawed Doe Run will mail the owner a Residential Remediation Completion agreement form (Attachment 3) A self-addressed stamped envelope will be provided Items in question or needing attention will be planned to be addressed in 30 days where practical
- 5) Doe Run will contact homeowner's who have indicated that there were items in question within 30 days after the Residential Remediation Completion Agreement is returned to identify remaining needs or to explain reasons items have not yet been completed
- 6) Doe Run will maintain a file with the following
  - a Landscape Restoration Agreement
  - b Change orders
  - c Residential Remediation Completion Agreement
  - d Homeowner Contact Form
  - e Other community contacts related to a specific property
- 7) The homeowner will be contacted 6 months after completion to ensure that no new items have arisen

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SUPERFUND RECORDS

## LANDSCAPE RESTORATION AGREEMENT

The purpose of this form is to provide a mutual agreement as to conditions of property prior to contractor activities. This will also suit the purpose of restoration completion or the satisfaction of the property owner and the Doe Run Company.

NAME \_\_\_\_\_ COORDINATOR \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

PHONE # \_\_\_\_\_ DEPTH \_\_\_\_\_

WATER METER \_\_\_\_\_ ELECTRIC ENTRANCE \_\_\_\_\_

GAS METER \_\_\_\_\_ CABLE TV \_\_\_\_\_

FENCE \_\_\_\_\_

DRAINS/CLEANOUTS \_\_\_\_\_

ELECTRIC (UNDERGROUND) \_\_\_\_\_

SIDEWALKS \_\_\_\_\_

FLOWERS/SHRUBS/TREES/VEGETATION \_\_\_\_\_

GRASS \_\_\_\_\_

STONE \_\_\_\_\_

OTHER INSTRUCTIONS \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EXAMPLE ATTACHMENT 2

DOE RUN SOIL REPLACEMENT  
CHANGE ORDER

Date \_\_\_\_\_

Address \_\_\_\_\_

Requested change \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Homeowner s Signature & Date

\_\_\_\_\_

Contractor s Signature & Date

\_\_\_\_\_

**RESIDENTIAL REMEDIATION  
COMPLETION AGREEMENT FORM**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

This form documents the completion of remedial activities performed on my property  
With exception to items list below if any my signature will designate that I am satisfied  
with the restoration of my property

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Restoration Items in Question	Scheduled Date	Completion Date
1 _____		
2 _____		
3 _____		
4 _____		
5 _____		
6 _____		
7 _____		
Refusal to Sign Date _____		
Date Complaint Received _____		

\_\_\_\_\_  
Resident Signature\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Date\_\_\_\_\_  
ER Signature\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Date\_\_\_\_\_  
Doe Run Signature\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Date